

## EYH PLANNING MEETING UPDATE

2/6/06

**Note:** EYH Chair Sussman was not at the previous two meetings due to work travel, this is the first meeting since she got back to town and thus, the first Chair's update since then. Tinka and Wendee took notes during the 1/18 and 1/26 meeting and these were posted.

*Attendees:* Pat Gary, Aviva Sussman, Angela Trujillo, Wendee Brunish, Therese Trujillo, Tinka Gammel, Lisa Colletti, Georgia Pedicini, Beverly Mitchell.

*Welcome to our new registrar—Angela, thanks for joining our team!*

### Discussions:

#### A. Updates

##### 1. Budget

\$50 from AAUW into our account! Spent ~\$100 on the following: frame for Keynote (Claudia), notepads (in case office depot doesn't donate), replacement envelopes

##### 2. Communications

Mass mailing went out 1/31/06 to ~280 people at ~90 different schools.

##### 3. Food

AM: Bagels (0.5/girl), Muffins (preferably 2-3 minis per girl), & Fruit (3 large trays); water and lemonade

LUNCH: Sandwiches—we need to tell them we want premade sandwiches (not bagged meats, etc); water and PepsiCo products

PM: leftover AM foods and cookies; water and lemonade

##### 4. Gifts, Prizes, Souvenirs

Lisa proposed keychains for presenters, and they were approved by the group; we need new Knowledge Cards b/c Tinka passed out a lot at the Career Fair this past weekend; keynote frame was purchased and everyone liked it.

##### 5. Gofers

Therese suggested getting bracelets for all registered girls to help Gofers determine who should be at the conference and to keep track of the girls, everyone thought it was a great idea.

##### 6. Keynote

Claudia's online info was approved by her to go online

##### 7. Registration & Evaluation

Kudos to Angela for taking on Registration! As discussed during the previous two meetings, we will be doing paper registration this year and test the survey monkey for next year during same day registration. Lisa needs the web during registration to do this. Tinka made some minor modifications to the 2006 registration form from the 2005 form. Donna provided some disability symbols for the form.

##### 8. Site

Georgia "walked us" around the UNMLA campus via a map and showed us her plans for setting up the event. The group approved her plan, including holding the teacher's conference in a room on the northwest part of the campus.

## **9. Sponsors**

Wendee sent out letters on 1/27; Aviva will follow up with phone calls in the next two weeks while Wendee is on vacation (have fun climbing Machu Pechu!). Tinka will contact Realtors.

## **10. Webpages**

Tinka will up date the website with info for gofers and workshop presenters. Angela agreed to have her name and phone number on any posters.

## **11. Workshops**

11 workshops are confirmed, 3 are likely. Georgia wants 16 total. Disciplines so far are: 2 Physics, 1 Math, 2 Chemistry, 4 Computers, 1 Engineering, and 4 Medical. We need 1-2 in Earth Sciences!

## **12. Teacher's Activity**

Not sure what is happening here

## **13. Careers**

Georgia has taken this over b/c the suggested person never got back to her. Georgia proposed having a full day Career Exhibition for LAHS kids during the AM thru till 2pm, when it is ONLY for EYH girls. The group liked this idea. Aviva has contacts at NNMC that she will send to Georgia.

## **B. Other Topics**

### **1. New Meeting Dates**

Aviva announced a post EYH meeting on MARCH 28<sup>th</sup> (same time, same place). PLEASE PLEASE COME TO THIS MEETING!

The meeting on 2/21 will be relocated to 2/23

### **2. Bag Stuffing Materials**

The group agreed to evaluate the reading materials and to find new, updated materials to hand out.

### **3. CD burning**

Hannah and Therese will be coordinating this.

### **4. Other**

Tinka handed out magnets for people to give out to potential sponsors.